

## **Areas of Responsibilities Related to Camp and Conference** *Approximately 90-100 days per year*

### **Retreats and Youth Work** – *Approximately 16-18 days per year at Camp*

There are six weekend retreats per year: 2 Chi Rho, 2 CYF, 2 TCYF Planning Retreats (every other year the August planning retreat will be a July event at Christmount lasting 4 days).

#### **Chi Rho Retreat Tasks:** *(About 6-7 days planning work for these retreats)*

- Securing Directors for Chi Rho Retreats – I usually try to get one set for fall and one set for spring and ask them to commit to two years of leadership.
- Setting dates for the retreats.
- Helping directors secure a theme and curriculum.
- Publicizing each retreat – making a flyer and registration form. Using email and website to publicize the event. Should go out about 2 months prior to each event.
- Secure counselors for this event and work with directors to be sure that they have all the needed small group materials needed.
- I do not usually attend more than ½ day of this retreat – usually during registration time and for a while after to greet parents and such. However I think this is flexible.

#### **TCYF Cabinet and CYF Retreat Tasks:** *(About 10-11 days planning work)*

- The biggest task is securing excellent adult sponsors and supporting them. Currently we have a very, very good group of adult sponsors who carry the ball for this to a large extent – I just keep them on task and track.
- In November of each year, send out letters to every church with applications for cabinet. Cabinet members are interviewed at Spring fling (Policies and such in TCYF cabinet folder).
- Train new cabinet in August of each year (every other year, group training at Christmount). This is a Friday – Sunday retreat and is very important. We select areas of training each year depending on group needs and this also is planning time for two upcoming retreats and group formation event. If this event is done well, the whole year follows well.
- Help to organize bi-annual Christmount event.
- Second planning retreat – Saturday and Sunday – happens in January. This is to finish planning Spring fling.
- Cabinet leads 2 retreats – I assign one adult to each retreat and they do much of the follow up between the planning retreats and the actual events.
- Do publicity and recruit counselors for these retreats.

**Summer Camp** – **At Present 9 camps per summer varying lengths. I try to attend the start of each camp at registration time and then visit all camps once or twice per week. Trouble shooting as needed. Supporting directors is the main role in the summer.** *(Usually about 20-22 trips to camp per summer – give or take a few days.)*

**Commission on Camp and Conference – three meetings per year:** (3 meeting days, and about 12-13 planning days)

- Work with the chair of commission to set meeting agendas
- Develop yearly schedule
- Provide census and evaluation reports
- Evaluate and develop new camping opportunities – this is the place for innovation.
- Disciplinary action when necessary for counselor and camper issues and concerns
- Recognize and thank counselors and directors
- Promote the outdoor ministry of the CCTN, keeping this ministry before the church as a priority
- Screen and invite summer camp directors
- Be sure all counselors have criminal background checks completed before start of camp, this is handled thru Regional Office for Ministry.

**Staff Recruitment and Training:** (2-4 meeting days; 15 - 17 days per year planning)

- In the fall of each year, begin asking directors for the next summer to commit to directing. Should be in place by mid-fall, makes life much easier if it is.
- In January, send out a information to all churches and all counselors from the previous year encouraging them to apply to counsel and giving them an idea what paperwork they need (References are renewed every three years so they need to totally redo paperwork every three years. Every year an application and health from must be completed by the counselors.)
- Put directors and counselors in touch with each other, being sure all staffs are in place as early in the year as possible. This is time consuming work and probably the hardest thing related to C & C – directors need support here but also lots of freedom to build their staff. I see my job as giving them as broad a pool as possible to work from.
- Some recruitment is more the relational work of talking to folks, watching for new folks and encouraging new leadership.
- A theme and agenda for counselor training are set and schedule developed. Dates are announced and counselors and directors must attend one session. This is also a group building session and a chance to get people looking at the curriculum. So I really work to get people there.
- Checking each year what churches are represented in counselors, directors and campers and try to expand that pool as broadly as possible.
- Keep counselor and director training manual up to speed.

**Publicity:** (6-7 days per year)

- Distribute next year's calendar to all churches in a variety of formats. The earlier the better! They will begin calling in about August for the next year's schedule! Email reminders of deadlines and such regularly.
- Checking on churches who are not participating – sometimes offering to be present with a youth group, Sunday School class etc . . . to encourage participation.

The person who accepts this position will report directly to the Regional Minister and President of the Christian Church in Tennessee.

The contract between the Christian Church in Tennessee and the person in this contract position can be closed with a written letter thirty days in advance.